NCTAMS EURCENT DET ROTA SPAIN

BASE COMMUNICATIONS CONTROL BOARD

Agenda for 12 August 2004

Review Base Telephone instruction 2305.1K

- **Assignment of BCCO's and alternates**
- **BCCO Duties and Responsibilities**

Overview of BCO Web Site

- **Monthly bills and bill verification**
- **Verification of customer premise equipment (CPE) using BATMIS (to include phone lines used by your activity).**

Discussion of upcoming tasks related to telecommunications management review.

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Suggested preparation for BCCO meeting

- Review the base telephone management instruction
  - COMNAVACTS/NCTAMSEURCENT DET ROTA INST 2305.1K
  - Please note BCCO duties and responsibilities
  - Review the enclosures, used to order services

- View and browse the BCO Web Site.
  - URL is ***https://www.rota.navy.mil/nctams/bco/index.htm***
  - Use your password to "BCCO" functions and ensure it works
  - Ensure you can see recent monthly bills and your BATMIS

- Write down your initial questions.
  - If we can't answer them at the BCCO meeting, we will respond via e-mail downstream